

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
WASHINGTON, D. C.

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1938 AGRICULTURAL CONSERVATION PROGRAM
NORTH CENTRAL REGION



PROCEDURE FOR LISTING DATA AND ESTABLISHING
1938 BURLEY TOBACCO FARM MARKETING QUOTAS.

GENERAL INSTRUCTIONS

This procedure is written in accordance with the provisions of Form 38-Tobacco-29, Part II, Section V. The county office shall have executed a "Burley Data Sheet", Form 38-Tobacco-31, for each old tobacco farm in the county, as well as a "Data Sheet for New Farms", Form 38-Tobacco-33, for each new farm in the county, before the State office starts to list the pertinent data on the "Listing Sheet", Form 38-Tobacco-34.

All entries must be made in jet black ink in order that the "Listing Sheet", Form 38-Tobacco-34, may be duplicated in the State office by mechanical process. Entries in all columns should be expressed in whole numbers. In rounding fractions, five-tenths or less shall be dropped, and fractions of six-tenths or more shall be counted as one and be added to the figure in the next place to the left.

Before beginning to list individual farm data on Form 38-Tobacco-34, the State and county code, name of the community, and the kind of tobacco should be entered in the spaces provided therefor in the heading of Form 38-Tobacco-34.

All farms shall be listed by minor civil divisions. In those cases where there are only a small number of tobacco farms, more than one minor civil division may be listed on one sheet. However, at least five blank lines must be left between minor civil divisions.

Section I.

Procedure for Determining Marketing
Quotas for Old Farms

Enter in the upper left-hand corner of the "Listing Sheet", Form 38-Tobacco-34, the words "OLD FARMS."

Column 1.--Enter the serial number which is obtained from the upper right-hand corner of Form 38-Tobacco-31.

Column 2.--Enter the average marketings and diversion, which is obtained from 38-Tobacco-31, line (23).

Column 3.--Enter 85 percent of the base 1938 production, which is obtained from Form 38-Tobacco-31, line (30), under the words "Farm Yield."

Column 4.--Enter the normal marketings of tobacco, which is obtained from Form 38-Tobacco-31, line (31).

Columns 5 to 13, inclusive.--Entries will not be made in these columns until the entry has been made in column (14).

Column 14.--Enter the name and address of the 1938 Operator, which is obtained from Form 38-Tobacco-31.

Column 15.--The serial number may also be entered in this column.

Column 5.--Enter the adjusted normal marketings for small farms, which is determined as follows:

1. Enter in the box at the head of column (5) the adjustment percentage to be applied in the case of "small farms", which is to be determined and supplied the State by the Agricultural Adjustment Administration.
2. Divide 2400 pounds by the percentage entered in the box at the head of column (5), and multiply the result by 100, entering this result beneath the percentage in the box at the head of column (5).
3. For each entry in column (4) which is equal to or less than the amount derived under (2) above, enter in column (5) the amount obtained by multiplying the entry in column (4) by the percentage entered in the box at the head of column (5).
4. In all other cases enter a dash in column (5).

Column 6.--Enter the adjusted normal marketings for other farms, which is determined as follows:

1. Complete step (1) of the instructions for column (7) before making entries in this column. It will be necessary for all States to complete column (4), column (5), and the first step of column (7), and wire the totals of said columns to the North Central Division before the factor for column (6) can be determined. It will also be necessary to submit the total of the entries in column (4) for all farms for which the respective entry in column (5) is a dash.
2. Enter in the box at the head of column (6) the adjustment percentage for "other farms", which is to be determined and supplied the State by the Agricultural Adjustment Administration.
3. For each farm for which the entry in column (5) is a dash, enter in column (6) the product of the entry in column (4) and the percentage shown in the box at the head of column (6).

Column 7.--Enter the minimum or computed quota in this column, which is obtained as follows:

1. For each entry in column (5) which is equal to or less than the smallest of: (a) 2400 pounds, (b) the entry in column (2), or (c) the entry in column (3), enter in column (7) the smallest of (a), (b), or (c).

Encircle all entries in column (4) for each farm for which the respective entry in column (5) is a dash. Enter the total of the encircled entries on the last sheet for the county.

Obtain a total of the entries in column (7), and enter same on the last sheet for the county.

2. For each entry in column (6) which is equal to or larger than the smallest of: (a) 2400 pounds, (b) the entry in column (2), or (c) the entry in column (3), enter in column (7) the corresponding entry in column (6).
3. For each entry in column (6) which is less than the smallest of: (a) 2400 pounds, (b) the entry in column (2), or (c) the entry in column (3), enter in column (7) the smallest of (a), (b), or (c).

Column 8.--Enter the smaller of

- (1) 80 percent of column (2), or
- (2) the entry in column (3).

Column 9.--Enter the result obtained by subtracting the entry in column (7) from the entry in column (8).

Column 10.--Enter the additional quota from two percent which is derived as follows:

1. Enter in the box at the head of column (10) the adjustment percentage for "Distribution of Additional Quota" which is to be determined and supplied the State by the Agricultural Adjustment Administration.
2. Enter in column (10) the product of each entry in column (9) and the percentage shown in the box at the head of column (10).

Column 11.--Enter the sum of the respective entries in column (7) and column (10).

When all farms are listed for a county, derive and enter on the last sheet for the county the county total of the entries in columns (4), (7), (9), (10), and (11).

Section II

Procedure for Determining Marketing Quotas for New Farms

Enter in the upper left-hand corner of the "Listing Sheet", Form 38-Tobacco-34, the words "NEW FARMS".

Columns 1 to 11, inclusive.--These columns will not be used for "new farms."

Column 14.--Enter the name and address of the 1938 Operator, which is obtained from Form 38-Tobacco-33.

Column 15.--Enter the serial number, which is obtained from the upper right-hand corner of Form 38-Tobacco-33.

Column 12.--Enter the normal marketings for the farm, which is obtained from 38-Tobacco-33, line (19).

Column 13.--Enter the farm quota which is derived as follows:

1. Enter in the box at the head of column (13) the adjustment percentage for "new farms" determined for the United States by the Agricultural Adjustment Administration.
2. Enter the product obtained by multiplying the entries in column (12) and the percentage shown in the box at the head of column (13).

When all new farms are listed for a county, derive and enter on the last sheet for the county the county total of the entries in columns (12) and (13).

Section III

State Summary of Tobacco Marketing Quota Data

Prepare a State summary by counties of the data entered on Forms 38-Tobacco-34. Form NCEA-1-47 will be prepared for this purpose by entering appropriate column heads corresponding with the headings of columns (4), (7), (9), (10), (11), (12), and (13) of Form 38-Tobacco-34. Enter on this form the totals for these columns for the respective counties and derive a State total for these columns.

Each county office is to tabulate the acreage harvested and the quantity sold and place of sale for Form 38-Tobacco-73, "Summary of Acreage Harvested and Quantity of Leaf Tobacco, 1944 Crop". A similar report will be made

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by each county which produced fire-cured and dark air-cured tobacco.

The acreage harvested in 1944 will be tabulated from records filed in the county office, and the quantity sold and place of sale will be tabulated from manifests of sale (warehouses or non-warehouse). Forms 38-Tobacco-53a and 38-Tobacco-54a for Dark tobacco, and 38-Tobacco-53b and 38-Tobacco-54b for Fire-cured and Dark air-cured tobacco. This tabulation will be by farms, and by market or place of sale. Each town in which one or more warehouses are located will be considered as a market or place of sale, and an identification of particular warehouses will be entered.

Upon completion of the tabulation, each county office will forward the State office one copy of Form 38-Tobacco-73, which contains the listing of individual farms, together with a summary for the county showing totals for each township. The weighted average yield for the township shall be entered in column (15).

Issued April 3, 1939.

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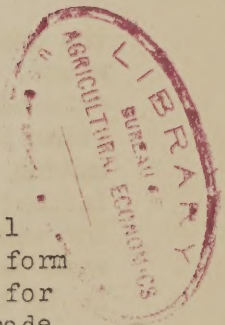
PROCEDURE FOR THE TABULATION OF FORMS 38-TOBACCO-53a,
"MEMORANDUM OF WAREHOUSE SALE", AND FORMS 38-TOBACCO-
54a, "MEMORANDUM OF NON-WAREHOUSE SALE", (BURLEY TOBACCO);
FORMS 38-TOBACCO-55a, "MEMORANDUM OF WAREHOUSE SALE", AND
FORMS 38-TOBACCO-56a, "MEMORANDUM OF NON-WAREHOUSE SALE",
(FIRE-CURED AND DARK AIR-CURED TOBACCO).

GENERAL INSTRUCTIONS

Each county office in the Burley tobacco-producing area shall tabulate the acreage harvested and the quantity of tobacco sold on form 38-Tobacco-73, "Summary of Acreage Harvested and Memoranda of Sale for Tobacco, 1938 Crop". A similar tabulation shall be made
(kind)
by each county which produced fire-cured and dark air-cured tobacco.

The acreage harvested in 1938 will be tabulated from records filed in the county office, and the quantity sold and place of sale will be tabulated from memoranda of sale (warehouse or non-warehouse), forms 38-Tobacco-53a and 38-Tobacco-54a for Burley tobacco and 38-Tobacco-55a and 38-Tobacco-56a for fire-cured and dark air-cured tobacco. This tabulation will be by farms, and by market or place of sale. Each town in which one or more warehouses are located will be considered as a market or place of sale, and no identification of particular warehouses will be entered.

Upon completion of the tabulation, each county office will furnish the State office one copy of form 38-Tobacco-73, which contains the listing of individual farms, together with a summary for the county showing totals for each township. The weighted average yield for the township shall be entered in column (15).



The State office will prepare for each kind of tobacco a State summary on form 38-Tobacco-73, showing by counties the totals furnished by each county office, except that the number of farms covered for each county shall be entered in column (1), the name of the county shall be entered in column (2), and the weighted average yield for the county shall be entered in column (15).

To facilitate the preparation of this tabulation, county offices will sort and assemble by farm number all "Memorandum of Sale" forms for each kind of tobacco. If the county office finds any memorandum of sale not applicable to any farm in the county, such memorandum of sale should be forwarded to the State office immediately with a note of explanation. If the State office is unable to determine to which county the memorandum of sale should be forwarded, it should be returned to the Office of the Comptroller, Room 405, Old Post Office Building, Washington, D. C.

Following the grouping and checking of the "Memorandum of Sale" forms, the quantity of tobacco sold on each market for each farm will be determined, and entered on form 38-Tobacco-73 under the particular market name entered in the heading of the respective column. The sum of the "pounds" items under "Sale within Quota" and "Sale Subject to Penalty" on a "Memorandum of Sale" form shall be obtained and entered as one item on the tabulation. In those cases where several sales for a farm were made on the same market, county offices may find it desirable to list the separate sales on a supplemental memorandum to obtain the total by markets prior to making entries on the form 38-Tobacco-73.

PART I

Determination of Total Quantity of Tobacco Sold and the 1938 Yield Per Acre

After the "Memorandum of Sale" forms have been assembled by farm number, the county office should make the following entries on form 38-Tobacco-73 for each farm in the county which was listed on the 1938 Tobacco Marketing Quota Listing Sheet, Form 38-Tobacco-34. Only one line will be used for each farm number, since all sales for a farm on any particular market will be summarized and entered in a single column.

Column 1.--Enter the farm number, which is obtained from form 38-Tobacco-34, 1938 Tobacco Marketing Quota Listing Sheet.

Column 2.--Enter the name of the operator of the farm, which is obtained from form 38-Tobacco-34, 1938 Tobacco Marketing Quota Listing Sheet.

Column 3.--Enter the 1938 acreage of tobacco harvested, which may be obtained from NCR-220, 1938 Summary of Performance.

Column 4.--Enter the number of tobacco sales, which may be obtained by counting the number of "Memorandum of Sale" forms issued for the farm.

Columns 5 to 12, inclusive.--Enter in the box at the head of each of these columns the name of a market on which tobacco grown in the county was sold. Enter for each farm the quantity of tobacco sold on each of the various markets. These entries may be obtained from the "Memorandum of Sale" forms by totaling the sales made for the farm on each market (warehouse and non-warehouse).

Column 13.--Enter the quantity sold other than in a warehouse. This entry may be obtained from the "Memorandum of Non-Warehouse Sale" forms.

Column 14.--Enter the total quantity of tobacco sold for a farm. This entry will be the sum of all entries in columns (5) to (13), inclusive.

Column 15.--Enter the 1938 yield per acre, which is obtained by dividing the entry in column (14) by the entry in column (3). The poundage shown in column (14) should be adjusted upward in those cases where a producer has not sold all his 1938 crop of tobacco in an amount equal to the amount of 1938 tobacco on hand, before determining the entry for column (15). Such adjustments may be shown in the right-hand margin of form 38-Tobacco-73.

